

**BLOOMINGTON
COMMUNITY**



2005
Farm Vendor
Handbook

Farm Vendor Handbook

With Market Information & Guidelines

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Part I. Introduction

A. Our History

The Market began on July 26, 1975 in Third Street Park with 23 vendors, and continued there until it outgrew the location in 1982. At that time it moved to the Courthouse Square, where it remained until the renovation of the Courthouse necessitated its move in 1984 to the parking lot at Sixth and Lincoln. In its third location the Market prospered, averaging over 50,000 customers per season served by over 60 vendors. In 1998, its 24th season, it moved to a permanent location at Showers Common, a covered site designed specifically to house the Market. In 1999 the Tuesday Market opened on the Showers Civic Plaza. The Holiday Market was introduced in 2003 on the Saturday after Thanksgiving. The November Market began in 2004 to extend the Saturday Market season. In 2005 the Market season was further expanded to open a month early in April. Through its thirty years in existence, the Market has enriched the life of the community by providing a place for residents and visitors to come together in a festive atmosphere, buy local produce from those who produce it, to listen to music, meet friends, and to enjoy a relaxing morning in beautiful surroundings.

B. Our Mission

The City of Bloomington Parks and Recreation Department strives to provide the Bloomington Community Farmers' Market with an attractive venue for people to come together to buy local produce directly from those who produce it thereby supporting small farmers and gardeners, securing a local food source and enriching the community.

C. Market Contact Information

Marcia Veldman, Market Manager
Bloomington Parks and Recreation Department
401 N. Morton St., Suite 250
Bloomington, IN 47404
Office: 812-349-3738 Fax: 812-349-3705
Email: veldmanm@bloomington.in.gov

Market day cell: 812-327-7034

Website
For more information on the
Bloomington Community Farmers'
Market including: special events,
weekly entertainment and farm vendor
contracts visit :
www.bloomington.in.gov/parks

D. Market Seasons and Sites

April Market - The April Market will open for the 2005 season on Saturday, April 2 and continue each Saturday through April 30 from 7 am until noon. The April Market will take place at Showers Common, located at 401 N. Morton St. south of Showers City Hall.

May-October Market - The 2005 peak season opens Saturday, May 7 at 7 am and continues each Saturday through October 29. Hours are from 7 am to 12 noon. The Market is located at Showers Common.

Tuesday Market - The Tuesday Market will open on Tuesday, June 7. Hours are from 3 pm to 6 pm. The Tuesday Market will be held at Showers Civic Plaza, located in front of Showers City Hall.

November Market - The November Market will be held the first three Saturdays in November from 9 am until noon. The November Market will be held at Showers Common.

Holiday Market - The Holiday Market will take place at Showers Common Saturday, November 26 from 10 am until 3 pm.

E. Farmers' Market Advisory Council Welcomes You

The Farmers' Market Advisory Council consists of nine members representing three groups, Market vendors, Market customers and downtown businesses. The Council acts in an advisory capacity to the Board of Park Commissioners and Park staff on policy matters relating to the Farmers' Market. Market vendors who are serving on the Farmers' Market Advisory Council are Linda Chapman, Bruce McCallister and John Byers. They, along with other Council members and Market staff, want you to know you are always welcome to attend Advisory Council meetings. Meetings are usually held at 5 pm the third Monday of each month in the Parks Conference Room, Suite 250 of the Showers Building. It is advisable to check with the Market Master or call the Market Manager prior to the meeting in case there has been a change.

F. A Fair of the Arts

The City of Bloomington Parks and Recreation Department invites local artists to participate in A Fair of the Arts, an arts and fine crafts fair held in Showers Civic Plaza, adjacent to the Market site, on the Second Saturdays of the Peak Season, May 14, June 11, July 9, August 13, September 10 and October 8. Applications are due by February 11, 2005. Accepted local and regional artists will display, demonstrate, and sell their arts on the colorful brick plaza. Please contact Leslie Kaiser at 349-3738 or real@bloomington.in.gov for more information regarding product guidelines, criteria for selecting artists, and to receive an application.

Part II. Who Can Sell, What Can Be Sold?

A. Who Can Sell?

The Bloomington Community Farmers' Market is open to anyone who grows what they sell. Vendors who sell at Market are expected to work in all stages of the cultivation, production and harvest/gathering of goods permitted to sell at the Market. All vendors selling at the Farmers' Market are required to sign the Bloomington Community Farmers' Market Contract in advance of selling at the Market. Contracts need to be signed and returned to the Parks and Recreation office by the Thursday prior to the Saturday/Tuesday a vendor wishes to sell at Market. Vendors selling processed foods are required to sign the appropriate addendum to the contract and provide copies of all necessary paperwork in advance of selling at the Market. The information on these documents is Public Record.

* For more information about who can sell, please refer to the ELIGIBILITY OF VENDORS section of the contract.

B. What Can Be Sold?

The Bloomington Community Farmers' Market provides a venue for producers to sell what they grow directly to the public. The Market staff reserves the right to verify that all goods are produced in Indiana by the vendor. The vendor must display legible price markers for goods offered for sale.

GOODS PERMITTED FOR SALE

The following categories of items are permitted for sale.

Grown/Collected by Vendor

Fruits, vegetables, dried and fresh herbs, spices, seeds, cultured mushrooms, wild collected mushrooms*, plants**, flowers, potpourri (not artificially scented), honey***, maple syrup, eggs****, unpopped popcorn, cultured mushrooms, flour and ground grains are permitted for sale.

Product that is collected on public or private lands will be closely monitored. If collecting is done on public land, vendor must obtain all necessary permits. Collecting shall be done in a way that does not diminish the propagation of the resource. No threatened or endangered plants are permitted for sale.

*Five varieties of wild collected mushrooms may only be sold at the Saturday Market. These are chanterelles, morels, oyster, hen of the woods and sulfur shelf (chicken of the woods) mushrooms. Mushrooms will be inspected at Market prior to sale by a qualified inspector chosen by the City of Bloomington. In order to sell these mushrooms vendor must give prior notice to the Market Master or contact the Market Manager. Vendor must give each customer buying mushrooms an information sheet about mushroom variety being purchased. Vendor must have each customer buying mushrooms sign a statement once during the season releasing vendor and the City of liability. This signed sheet must be given to the Market Master at the end of each Market. Upon additional purchases by a customer who has signed the waiver, customer must initial "Mushroom Record of Sales". The Record of Sales must be given to the Market Master at the end of the Market season. Forms may be obtained from the Market Master.

**If selling potted plants, the value of the containers should not exceed 30% of the average market value of that type of plant on the day of the sale. Container plants must be either propagated by the vendor or grown to maturity for a minimum of six weeks.

***If selling honey, vendor must post a visible sign informing customers of the danger of feeding honey to infants and children less than two years of age. Literature may be obtained from the Market Master.

****If selling eggs, they should be kept at 45 degrees or less. Vendor must exhibit a current egg vendor license issued by the State Egg Board.

Grown and Processed by Vendor

Processed food items (like jams, jellies, frozen persimmon pulp, relishes, cider, dried fruits and vegetables, salsa, frozen/preserved meat [beef, pork, poultry, elk, rabbit, goat, lamb or other meats], dairy products, etc.) are permitted for sale following the guidelines below.

Guidelines for Processed Foods:

- 50% of product by volume (excluding water) must be vendor-grown/raised.
- Foods must be prepared in a licensed facility and have proper labeling including name of product, location of preparation, contents, net weight, and price.
- Vendor selling processed food items are required to sign a separate addendum(s) to the contract which specifies the regulatory requirements. Processed food, dairy and meat addendums are available from the Market Master or by contacting the Market Manager, Marcia Veldman.
- Vendor must provide documentation of all necessary permits, licenses, etc. or must have a letter from the Monroe County Health Department stating permissibility of item for retail sale.
- Vendor may be required to submit recipe for processed food item to Market Manager for verification that it meets the above guidelines.

Grown and Prepared at Market by Vendor

Preparing food at Market is permitted following the guidelines below.

Guidelines for Preparing Food at Market

- Preparation of food at Market requires prior approval (based on desirability of food item and safety of set-up) from staff and the Farmers' Market Advisory Council. A maximum of three vendors will be given permission to prepare foods at Market.
- All prepared foods must meet the guidelines specified for processed foods except that requiring food preparation in a licensed facility.
- Set-up of stall for food preparation must be approved each Market day prior to commencement of preparation.

Grown and Crafted by Vendor

Natural beeswax items composed of wax from vendor apiary(s) including candles (not artificially scented or colored) may be sold. Non-food animal products that are derived from animals raised by vendor and have not been crafted (they may be minimally processed) may be sold assuming they are sold in a safe and sanitary manner. Everlasting wreaths, arrangements, and baskets that meet the "Craft Guidelines" may be sold during the months of April, May, September, October, and November only. Use of artificial preservatives on wreaths and gourds is permissible. Other registered craft items may be sold in the months of April, May, October, and November. See "Craft Guidelines" below for further information.

Who Can Sell Crafts?

Registered crafts are permitted for sale in April, May, October, and November. Vendors who sold at eight Markets in 2004 during the months of June through September will be eligible to sell registered crafts during the months of April and May 2005. Vendors who have sold at 8 Markets in 2005 during the months of June through September will be eligible to sell registered crafts during the months of October and November 2005.

Craft Registration

Craft Vendors must bring representative samples of each different type of craft item to the Market Master or by appointment to the Market Manager. Items will be reviewed for compliance with the Craft Guidelines at that time. In most cases, the Market Master/Manager will confirm the eligibility of an item on the day it is submitted, but consideration may extend for up to one week. Once approved the craft may be sold assuming the vendor meets the eligibility requirements established above.

Craft Guidelines

- All items must be original and handcrafted by the vendor.
- Items must be safe, have a reasonable life expectancy, and exhibit quality craftsmanship.
- In items made from or including plant materials (i.e. flowers, herbs, vines, gourds, etc.), the plants must be grown by the vendor.
- Items may not be made from commercial kits or plans, be made from molds not created by the vendor, contain a commercially made piece central to the design, be made in a production studio.
- Items on display must be registered and must be for sale.

Sale of Plant Material

Vendors selling woody ornamental plants should contact the Department of Natural Resources, Entomology Division, 402 W. Washington St., Room 290W, Indianapolis, IN 46204, phone 317-232-4120, or www.state.in.us/dnr/entomoloto to determine licensing and inspection needs. The purpose of inspecting plants is to prevent the spread of disease and pests. The transfer of disease can result in the imposition of quarantines on entire regions.

Organic Certification

If you have questions regarding organic certification, the Parks & Recreation Department has a list of USDA-accredited certification agencies. Federal law that went into effect in 2002 requires that any grower with sales over \$5,000 calling their product organic must be certified organic by a USDA-accredited agency. Growers with gross sales less than \$5,000 may call their product organic as long as they comply with all the USDA rules.

Indiana Sales Tax

Plants, crafts and other non-food items sold in Indiana are subject to sales tax. Vendors should apply for a Registered Retail Merchants Certificate through your regional Indiana Department of Revenue. Permanent certificates cost \$25.00, a one-time fee. Call (317) 233-4015 for further information.

Market Café and Bread Stalls

Within the Market on Saturdays April through November, you will find the Market Café and the Bread Vending Stalls. These spaces were created to bring the Market customer a variety of goods which complements the produce and local products that are available from the farm vendors. These special vendors are awarded exclusive rights to sell their types of products. For this privilege, these vendors pay an annual vending fee, as well as 10% of their gross proceeds to the Market.

Part III. How the Market Works

A. What Type of Vendor Are You?

There are two categories of Farm Vendors - Reserved and Unreserved.

Reserved Vendors are vendors who claim the same space for the entire Market season by paying a fee prior to the beginning of the season. Each vendor is limited to one reserved space unless otherwise assigned. No portion of the prepaid fee for the reserved space will be refunded after the beginning of the Market season. Vendors who cancel their space reservations prior to the beginning of the season will be charged a \$20 administrative fee. The Market Master will attempt to reassign reserved spaces, if those spaces, for reasons outside the City's control, become unavailable on a particular Market day.

Unreserved Vendors rent table or vehicle spaces available on a first-come, first-served basis. Vendors must be present in a space to reserve it.

B. The Vendor Point System

A point system is used to reward vendors who have participated in the Market the longest and most consistently. The system is based on the number of seasons of participation and the number of days of attendance. The same system is used for the Saturday Markets and Tuesday Market, however points for the four Markets (April, May – October, November and Tuesday) are kept separate. Vendors participating in the Holiday Market will earn one point for each year's participation. A vendor must occupy and be prepared to sell from a vending space for one and half hours to be counted in attendance and be eligible to earn points.

Vending spaces are reserved prior to the season based on the following system; vendors with the most points select their spaces first. Space reservations will be made using the total number of points earned at the end of the previous season.

Each Market vending space will generate one season's worth of points per year, regardless of the number of vendors on the contract. Points per space are calculated as follows:

1. Two points per season for vending during a given season will be awarded to vendors who have participated in the Market in any of the three "recent seasons" (either the current season and/or the two prior seasons if Market is underway, or the three previous seasons if the Market has not yet opened for the year).

2. Plus for Market seasons beginning in 1983 up to the “recent seasons”, a vendor receives one point for each season he or she sold at Market.

3. Additionally, vendors who participated in the Market any of the three “recent seasons” will receive 0.2 points for each day the vendor sold during those seasons with a maximum of 4.4 points earned (22 days).

In the event the primary vendor no longer vends at Market, points may be given to secondary vendors for the years they were on the contract. In the event that the contracted vendors develop a spin-off vendor, points accumulated by the primary vendor in that space will either have to be divided among the contracted vendors, or the primary vendor will receive all the points.

C. Market Season Specifics

APRIL MARKET

The Market will open on Saturday, April 2 and continue each Saturday through April 30 from 7 am until noon. To reserve a space, applications need to be returned by Friday, March 4, 2005. All rules and regulations of the Market Contract and Market Handbook apply unless otherwise noted.

*For information regarding coming and going, please refer to ENTERING AND EXITING MARKET SITE in May-October information on page 11 .

Stall Information for the April Market

- The intention is to use the B & C shelter for the reserved spaces. If you prefer the table vending spaces in the middle of the Market (5 – 24), those may be reserved as well. The set up may be adjusted dependent on the number of applications received.
- On the application, indicate your top three space preferences and the number of spaces you would like to reserve.
- Space assignments will be based on May - October season points and space availability.
- Unreserved spaces will be available on a first-come, first-served basis. A map indicating which spaces are unreserved in April will be available at the space reservation meeting on March 14, 2005. No application is necessary for unreserved spaces, but vendors must have a Bloomington Community Farmers' Market contract on file.

Additional Information Specific to Selling in April

The same point system currently used on Saturdays and Tuesdays will be used to reserve spaces for the April Market in 2006, however points for April Market will be kept separate.

Rental Fees for the April Market

Reserved Spaces	Price	Capital Development Fee *	Total Cost Per Season
Vehicle	\$40.00	\$5.00	\$45.00
Vehicle Senior**	\$20.00	\$5.00	\$25.00
Table	\$17.50	\$2.50	\$20.00
Table Senior**/Youth***	\$12.50	\$2.50	\$15.00

Unreserved Spaces	Price	Capital Development Fee *	Total Cost Per Day
Vehicle	\$8.00	\$1.00	\$9.00
Vehicle Senior**	\$4.00	\$1.00	\$5.00
Table	\$3.50	\$.50	\$4.00
Table Senior**/Youth***	\$2.50	\$.50	\$3.00

*Capital Development Fee - Funds generated through this fee will be used to maintain and enhance the Showers Common facility.

**Senior price applies only if all vendors on contract are 60 years of age or older.

***Youth price applies only if all vendors on contract are 16 years of age or younger.

MAY THROUGH OCTOBER - PEAK SEASON MARKET

The Market will open on Saturday, May 7 and continue each Saturday through October 29 from 7 am until noon. All rules and regulation of the Market Contract and the Market Handbook apply unless otherwise noted

Entering and Exiting the Market Site

Reserve space vendors occupying spaces on the east side of the Market should enter on Morton Street. Reserve space vendors occupying spaces on the west side of the Market should enter on Eighth Street off Rogers.

From 7 am until noon, vendors wishing to enter or leave the Market site with motorized vehicles must obtain the permission of the Market Master. The Market Master will determine whether or not it is safe for you to leave. Thirty reserved vehicle vending spaces have been designated “Early Exit” spaces. Only vendors occupying the “Early Exit” spaces and the uncovered vehicle vending spaces will be allowed to exit Market site in motorized vehicles between 8:30 am and 11:30 am. However, during Market hours, vehicular movement is strongly discouraged.

There are unreserved table and vehicle vending spaces available on a first-come, first-served basis (see map on page 21). Vendors must be present in a space to reserve it. Vendors who would like to use an unoccupied reserved table or unreserved vehicle vending space should line up on Morton Street, North of the Market, facing South. Vendors should then place their name and other requested information on the dry erase board attached to the north side of the box van. The Market Master will reassign reserved spaces once their availability is determined.

In the event all reserved and unreserved spaces are occupied, the Market Master may assign spaces in locations that do not interfere with customer walkways, current vendor spaces and emergency access. Every effort will be made to find stall space for all interested vendors.

Stall Information for May - October

- Reservations for vending spaces are made in advance of the opening of the Market season. Each vendor may only reserve one vending space unless otherwise assigned. Vendors must occupy a reserved space by 6:45 am on Market day or give up all rights to the space for that day.
- A vendor may only occupy two vending spaces prior to 6:45 am. At 6:45 am, the Market Master will reassign unoccupied spaces. Vendors selling from a vehicle are limited to a space 8' wide x 24' deep x 9' high in size (tires of vendor vehicles must remain within marked space). Table spaces are limited to 8' x 8' in size. Vehicles not parked within a vending space need to be removed from the lot by 6:30 am, unless the vendor is accessing a reassigned reserved vending spaces.

Rental Fees for May - October

Reserved Spaces	Price	Capital Development Fee *	Total Cost Per Season
Vehicle	\$210.00	\$20.00	\$230.00
Vehicle Senior**	\$105.00	\$20.00	\$125.00
Table	\$94.00	\$10.00	\$104.00
Table Senior**/Youth***	\$68.00	\$10.00	\$78.00

Unreserved Spaces	Price	Capital Development Fee *	Total Cost Per Day
Vehicle	\$8.00	\$1.00	\$9.00
Vehicle Senior**	\$4.00	\$1.00	\$5.00
Table	\$3.50	\$.50	\$4.00
Table Senior**/Youth***	\$2.50	\$.50	\$3.00

*Capital Development Fee - Funds generated through this fee will be used to maintain and enhance the Showers Common facility.

**Senior price applies only if all vendors on contract are 60 years of age or older.

***Youth price applies only if all vendors on contract are 16 years of age or younger.

TUESDAY MARKET

The Tuesday Market will open on June 7 and continue each Tuesday through September 27 from 3 pm until 6 pm. All rules and regulations of the Market Contract and the Market Handbook apply unless otherwise noted.

Entering and Exiting the Market Site

Vendors may enter or leave the Market at their convenience.

There are unreserved table vending spaces available on a first-come, first-served basis. Vendors who do not have a reserved space and would like to use an unreserved table vending space may do so. Vendors who would like to use an unoccupied reserved table vending space should report to the Market Master upon arrival, but not prior to 2 pm.

Stall Information for Tuesday Market

- Each vendor is limited to one reserved 10'x10' table vending space, unless otherwise assigned. Reservations for seasonal vending spaces are made in advance of the opening of Market.
- Vendors may not begin setting up until 2 pm. Vendors must occupy a reserved space by 2:45 pm on Market day or give up all rights to the space for that day.

Additional Information Specific to Selling on Tuesday

Arrangements are currently being made for vendor parking at the Tuesday Market. An announcement will be made in the Market Beet.

Rental Fees for the Tuesday Market

Reserved Space	Cost per Season
Table	\$54.00
Table Senior**/Youth***	\$36.00
Unreserved Space	Cost per Day
Table	\$3.00
Table Senior**/Youth***	\$2.00

**Senior price applies only if all vendors on contract are 60 years of age or older.

***Youth price applies only if all vendors on contract are 16 years of age or younger.

NOVEMBER MARKET

The November Market will be held the first three Saturdays in November from 9 am until noon. To reserve a space, applications need to be returned by Monday, October 3, 2005. Applications to reserve a space for the November Market are available from the Market Master or by contacting the Market Manager, Marcia Veldman. All rules and regulations of the Market Contract and the Market Handbook apply unless otherwise noted.

Entering and Exiting the Market Site

Proceeding to and from the Market in November is the same as during May - October with the following exception: early exits may be made between 9:30 and 11:30 am with a Market staff escort.

Stall Information for the November Market

- The intention is to use the B & C shelter for the reserved spaces. If you prefer the table vending spaces in the middle of the Market (5 – 24), those may be reserved as well. The set up may be adjusted dependent on the number of applications received.
- On the application, indicate your top three space preferences and the number of spaces you would like to reserve.
- Space assignments will be based on November points earned (with May - October points used as a tie breaker) and space availability.
- Vendors may not begin setting up their space until 7:30 am. Spaces may be occupied prior, but set up may not begin until the 7:30 am whistle.
- Vendors must occupy a reserved space by 8:45 am on Market day or give up all rights to the space for that day.
- Unreserved spaces will be available on a first-come, first-served basis. A map indicating which spaces are unreserved in November will be sent out once reserved space assignments are made (by October 21). No application is necessary for unreserved spaces, but vendors must have a Bloomington Community Farmers' Market Contract on file.

Rental Fees for the November Market

Reserved Spaces	Price	Capital Development Fee *	Total Cost Per Season
Vehicle	\$24.00	\$3.00	\$27.00
Vehicle Senior**	\$12.00	\$3.00	\$15.00
Table	\$10.50	\$1.50	\$12.00
Table Senior**/Youth***	\$7.50	\$1.50	\$9.00

Unreserved Spaces	Price	Capital Development Fee *	Total Cost Per Day
Vehicle	\$8.00	\$1.00	\$9.00
Vehicle Senior**	\$4.00	\$1.00	\$5.00
Table	\$3.50	\$.50	\$4.00
Table Senior**/ Youth***	\$2.50	\$.50	\$3.00

*Capital Development Fee - Funds generated through this fee will be used to maintain and enhance the Showers Common facility.

**Senior price applies only if all vendors on contract are 60 years of age or older.

***Youth price applies only if all vendors on contract are 16 years of age or younger.

HOLIDAY MARKET

The Holiday Market will be held on Saturday, November 26 from 10 am until 3 pm. To reserve a space, applications need to be returned by Friday, September 2, 2005. There will be no unreserved spaces available. Applications to reserve a space for the Holiday Market are available from the Market Master or by contacting the Market Manager, Marcia Veldman.

All rules and regulations of the Market Contract and the Market Handbook apply unless otherwise noted. In addition to farms vendors, there will be craft and local product vendors. There is a separate application form for craft and local product vendors. The deadline for application for these vendors is Friday, August 5, 2005. Farm vendors selling only craft items must apply to sell as a craft vendor.

Entering and Exiting the Market

Proceed to and from the Holiday Market as for the May - October Market, except that vendors must occupy their space by 9:30 am and may not exit the Market until 3 pm.

Stall Information for the Holiday Market

- The intention is to use the A, B, C & D shelter for the reserved spaces. If you prefer the table vending spaces in the middle of the Market (5-24), those may be available for reservation as well (please note table preferences in the special request section of the application). The set-up may be adjusted dependent on the number of applications received.
- On the application, indicate your top three space preferences and the number of spaces you would like to reserve.
- Space assignments will be based on Holiday Market points earned (with May-October points used as a tie breaker) and space availability.

Additional Information Specific to Selling at the Holiday Market

- Vendors earn one point for each year in attendance at the Holiday Market.

Rental Fees for the Holiday Market

- Cost is \$15 per space.

D. General Site Information

*** NO PETS SHALL BE PERMITTED AT MARKET***

HEALTH AND SAFETY REQUIREMENTS

All items intended for human consumption must be kept off the ground at all times, and be in safe and sound condition. The vendor is solely responsible for damages resulting from the sale of unsafe or unsound goods. Unless otherwise specified, no potentially hazardous foods (such as sprouts and pokeweed) are permitted for sale. Flowers are not to be displayed or sold in glass containers.

EQUIPMENT AND SUPPLIES

Each vendor must supply his own tables or other display equipment. If selling goods by weight, the vendor must supply a legal produce scale which is subject to periodic inspection by the Monroe County Department of Weights and Measures. Umbrellas or other weather protection devices are supplied by the vendor who is solely responsible for damages or personal injury resulting from the use thereof. Prior approval is required for any heat producing devices.

VACATING THE MARKET SITE

On Saturdays the vendor must vacate the premises by 12:30 pm and remove all personal items and equipment. Parking enforcement begins at 1 pm on Saturdays. Tuesday Market hours are 3 pm to 6 pm; the vendor may not begin setting up until 2 pm and must vacate the premises by 6:30 pm and remove all personal items and equipment. Vendors must clean litter and debris before leaving, or be subject to a fine of \$100.00 for violation of Bloomington Municipal Code 6.06.010.

VENDOR ETIQUETTE AND TIPS

Identify your space

The Farmers' Market Advisory Council suggests you display your name each week. This will make it easier for customers to get to know you.

Issue Receipts

If a customer asks for a receipt, please honor that request. Sometimes receipts are needed for tax purposes.

Excess Produce

Hoosier Hill Food Bank will have their truck at the Saturday Market in May - October in case you have extra produce or flowers you would like to donate.

Compost

Any produce that you have that is too damaged to donate to the Food Bank may be placed in the compost containers on the Food Bank truck. Please do NOT place compost in the trash cans.

Space Clean-Up

Please be sure to clean-up your area prior to leaving the Market. There is a dustpan and broom available on the Market truck if you need one.

Dumping Water

Please be considerate of vendors downstream and pour excess water out on the plants in the landscaped areas.

Landscaping Carts

There are two landscaping carts available at the Market truck to assist you in moving produce and supplies in and out of the Market.

Electricity

There are a few electric outlets located on the Market shelters. Only vendors located next to the outlet may utilize the electricity. Additional outlets are located to the east of the A shelter, to the west of the D shelter, to the northeast of R0 - R5 spaces and to the north of the U spaces. Vendors using spaces in those areas may use the respective outlets. Extension cords may not enter frequently traveled customer paths. Generators are not permitted.

Tape on Shelters

To keep the shelters looking their best, please do not tape anything to the shelters.

Unable to Attend

If you have a reserved vehicle vending space and will not be attending Market, it would be appreciated if you informed Marcia at (812) 349-3738 or veldmanm@bloomington.in.gov by 5 pm on Friday. This will allow staff to allocate the space to an unreserved vendor.

ADDITIONAL ADDRESSES & TELEPHONE NUMBERS

Bloomington Parks and Recreation
P.O. Box 848
401 N. Morton Street
Bloomington, IN 47402
tel.: 812-349-3700
fax: 812-349-3705

Monroe County Health Department (health and safety concerns)
Sylvia Garrison
119 W. 7th Street
Bloomington, IN 47404
tel.: 812-349-2543

Monroe County Department of Weights and Measures
119 W. 7th Street
Bloomington, IN 47404
tel.: 812-349-2566

Poultry Science Building, Purdue University
West Lafayette, IN 47907
tel.: 765-494-8510

Monroe County Extension Office
119 W. 7th Street
Bloomington, IN 47404
tel.: 812-349-2575

Indiana State Department of Health
Farmers' Market Nutrition Program
Kathy Lauerman
2 N Meridian St.
Indianapolis, IN 46204
(317) 233-5576

Farmers' Market Advisory Council Vendor Representatives:

Bruce McCallister
Route 1 Box 1075
Freedom, IN 47431
(812) 829-1373
(812) 829-5869
rking@bluemarble.net
Term Ends: 11/30/05 (3rd Term)

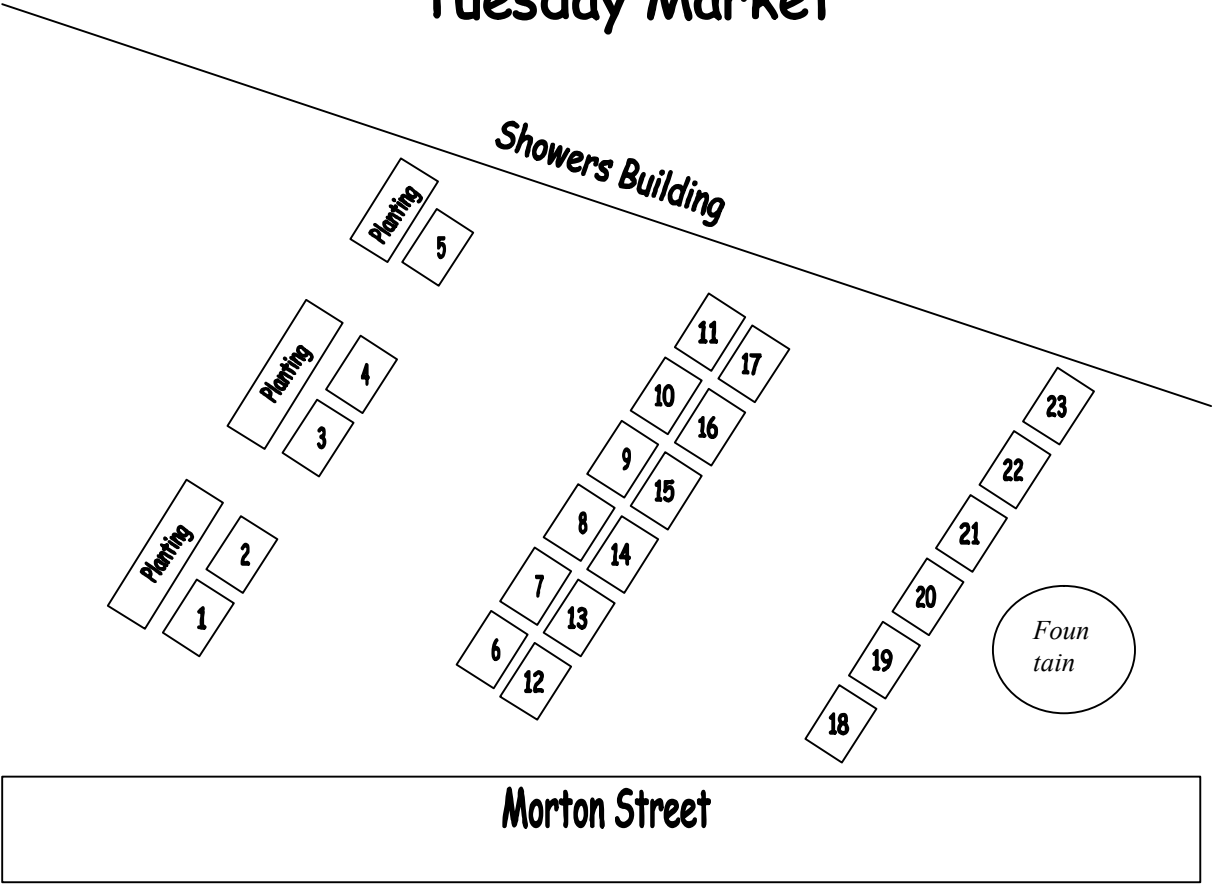
John Byers
P.O. Box 694
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(812) 824-4412
byers@bluemarble.net
Term Ends: 11/30/05 (2nd Term)

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Term Ends: 11/30/05 (1st Term)

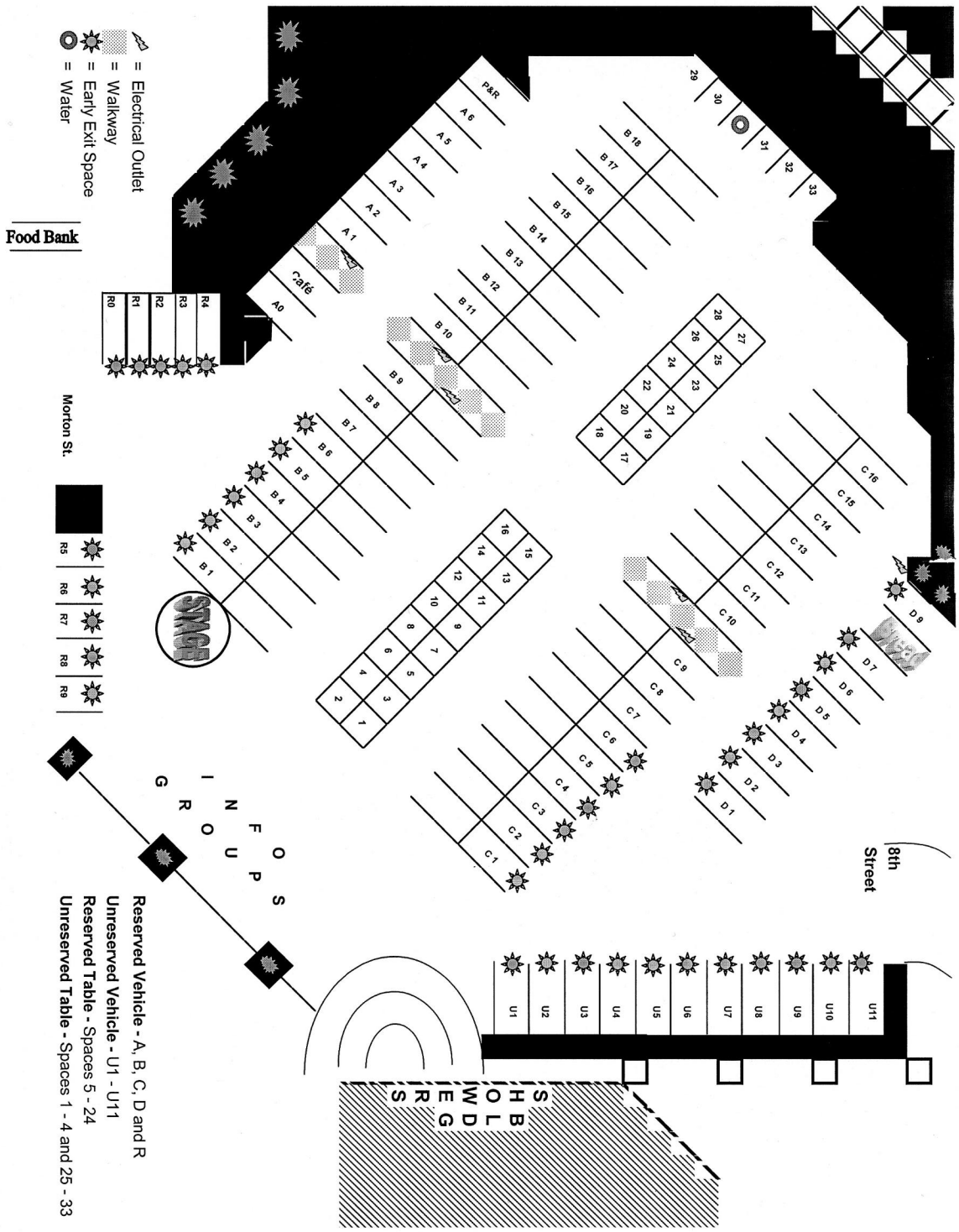
E. APPENDIX

Showers Plaza Map

2005
Tuesday Market



2005 BLOOMINGTON COMMUNITY FARMERS' MARKET MAP - SATURDAYS



IMPORTANT DEADLINE DATES IN 2005

- Friday, March 4, 2005 April Market Space Reservations
Applications need to be turned in to the Parks and Recreation Office.
- Monday, March 14, 2005 May - October & Tuesday Market Space Reservations Meeting and Potluck Vendors wishing to reserve a space for these Markets need to attend this meeting at 7 pm in the Showers City Council Chambers. The potluck is optional and starts at 5:30 pm.
- Friday, September 2, 2005 Holiday Market Space Reservations Applications need to be turned into the Parks and Recreation Office.
- Monday, October 3, 2005 November Market Space Reservations
Applications need to be turned in to the Parks and Recreation Office.

A CHECKLIST OF FORMS TO SELL AT MARKET

- The Bloomington Community Farmers' Market Contract - All vendors need to have a contract on file prior to selling at Market.
- Contract Addendums - There is a Processed Food Addendum, Meat Addendum and Dairy Addendum. Any vendor selling those items must have the appropriate addendum on file and any additional paperwork required by the different regulatory agencies which is further specified on the Addendums.
- April, November and Holiday Market Applications - Any vendor interested in reserving a space for one of these Markets must turn in an application by the deadline listed for each above.
- Craft Registration - There is no form to register crafts, but as a reminder, all crafts must be registered prior to sale.
- Mushroom Release Form – Vendors selling wild crafted mushrooms must have customers sign liability waivers and initial the Mushroom Release Form.